

**Minutes**

MONROE COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
May 18, 2022

**Present:**

James G. Vazzana, Esq.	Chairman
R. Thomas Flynn	Vice Chairman
Hon. Stephen Brew	
Hon. Howard Maffucci	
Susan Keith	
John J. Perrone, Jr.	
Hank Stuart	

**Excused Absence:**

**Others Present:**

Andrew Moore	Administrative Director
Bill Johnston	Deputy Director ROC
John Bringewatt, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Dave Haas	
Steve Barz	
Rich Wood	USAirports

Meeting was called to order by the Chairman @ 12:02 PM

**Approval of the Minutes from March 23, 2022**

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

**Treasurers Report**

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business and the statement for credit card usage for the period of March 2022 through April 2022. Both were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept the report on travel and business expenses, totaling \$1,382.14, was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

A motion to accept the report on credit card usage, containing four (4) charges totaling \$1,749.94, was moved by Member Flynn and seconded by Member Brew. The motion passed unanimously 7-0.

**Audit Committee Report**

Presented by Chairman Perrone, who discussed the two (2) internal audits of Hertz Corporation and Dollar Rent A Car currently under process. Member Perrone reports that both audits were of typical review and that all data of reconciliation for both companies were acceptable.

A motion to accept the Audit committee report was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 7-0.

Assistant Treasurer Fedison reviewed the Airport financials, revenue, expenses and budget actuals for year to date.

No further questions.

**Authorize an Amendment to Contracts with Car Rental Concessions for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport.**

Administrative Director Moore presented the resolution to authorize the execution of an amendment of the current car rental concession agreements at the Frederick Douglass Greater Rochester International Airport.

Assistant Treasurer Fedison provided details of the agreements and the process of developing the new agreements.

Member Flynn asked the new agreement will have a negative impact on the Airport. Assistant Treasurer Fedison responded that the car rentals will still exceed their goals and the impact on the Airport will be minimal.

Member Stuart asked a clarifying question about the new Minimum Annual Guaranteed (MAG) agreement.

A motion to accept the resolution was moved by Member Stuart and seconded by Member Flynn. The motion passed unanimously 7-0.

**Authorize a Contract with Bonadio & CO, LLP to Provide External Audit Services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport.**

Administrative Director Moore presented the resolution for Bonadio & CO, LLP to provide external audit services for the Monroe County Airport Authority. Administrative Director Moore notes that Bonadio was the sole respondent to the RFP.

Member Stuart commended Bonadio for their previous work at the Airport.

A motion to accept the resolution was moved by Member Stuart and seconded by Member Maffucci. The motion passed unanimously 7-0.

**Authorize the Attendance of Directors at the Annual Board Meetings, General Board Meetings, Board and Meetings of the Committees of the Board by Video Conferencing**

Assistant Secretary Crumb presented the resolution for Video Conferencing policy and attendance for Directors for future Annual Board Meetings, General Board Meetings and Committee Meetings, pursuant to the terms and conditions in Exhibit "A".

Member Stuart asked a question about providing a quorum for Board meetings for the last two years when meetings were held virtually. Assistant Secretary Crumb responded that was covered under a New York State Governor's Executive Order, which is no longer in effect.

Member Perrone asked a question about voting if member was participating remotely. Assistant Secretary Crumb responded that members can still vote, they just don't count towards quorum.

Member Brew asked a question about New York Open Meeting Law.

Member Maffucci asked a question about the need for the resolution. Secretary Bringewatt responded that this is the best solution allowable under New York State law.

A motion to accept the resolution was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

### **Traffic Report**

Mr. Dave Haas reported that we currently are having an upward trend in passenger traffic.

March enplanements were 94,098, an increase of 139.9% over March 2021. April enplanements were 100,695, an increase of 114.0% over April 2021. Year to Date 2022 enplanements were 330,016, up 149.7% over the first four months of 2021.

Average enplanements continue to grow. Other Thruway Airports continue to experience similar trends as ROC.

### **Director's Report**

Administrative Director Moore and Airport Engineer Mike Wall provided an overview of upcoming Airport construction projects.

Member Perrone asked a question about the duration of construction of the new traffic circle. Mr. Wall responded that it is a 150 day plan.

Administrative Director Moore reviewed results of a survey conducted by Airport parking operator Mapco.

### **Other Business**

No other business was presented.

Member Brew asked a question about the timeline for delivery of the new jet bridges that were approved for funding by the Monroe County Legislature. Director Moore responded that it could take 10 to 15 months for delivery.

Member Brew asked a question about the FAA funding approval process. Director Moore explained the process for the funding program in question.

Member Maffucci asked a question about the potential JetBlue Airline and Spirit Airline merger. Director Moore responded that the proposal is being reviewed.

A motion to adjourn was moved by Member Brew and seconded by Member Perrone. The motion passed unanimously 7-0.

Meeting was adjourned @ 12:38 p.m.

The next Board Meeting is July 20, 2022.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 05-31-2022

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 8 of 2022**

**AUTHORIZE AN AMENDMENT TO THE CONTRACTS WITH CAR RENTAL CONCESSIONS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE FREDERICK DOUGLASS GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an amendment of the current car rental concession agreements at the Frederick Douglass Greater Rochester International Airport with SNORAC, LLC d/b/a National Car Rental, SNORAC, LLC d/b/a Enterprise Rent-A-Car, The Hertz Corporation; The Hertz Corporation d/b/a Dollar; Avis Rent A Car System, LLC; Budget Rent A Car System, Inc.

Section 2. The Amendment shall change the minimum annual guarantee for the option period of October 1, 2022 through September 30, 2023 to 85% of the prior year's gross revenues.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither SNORAC, LLC d/b/a National Car Rental, SNORAC, LLC d/b/a Enterprise Rent-A-Car, The Hertz Corporation; The Hertz Corporation d/b/a Dollar; Avis Rent A Car System, LLC; Budget Rent A Car System, Inc., nor any of their principal officers, owe any delinquent Monroe County property taxes.


Section 4. This resolution shall take effect immediately.

ADOPTION: Date: May 18, 2022

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 18, 2022.

Dated: May 18, 2022

  
Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 9 of 2022**

**AUTHORIZE A CONTRACT WITH BONADIO & CO., LLP TO PROVIDE  
EXTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY  
AT THE FREDERICK DOUGLASS - GREATER ROCHESTER INTERNATIONAL  
AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Bonadio & Co., LLP with offices at 171 Sully's Trail, Pittsford, NY 14534, to provide external audit services for the Monroe County Airport Authority at the Frederick Douglass - Greater Rochester International Airport.

Section 2. Bonadio & Co., LLP was determined by a Selection Committee to be a qualified respondent to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The term of this Agreement is from the date first written through September 30, 2025 and is for audit of fiscal years 2022, 2023 and 2024. The contract and any amendments thereto, are awarded at an annual cost as follows:

2022 Audit:	\$53,650
2023 Audit:	\$57,300
2024 Audit:	\$60,400

Section 3. Funds will be appropriated in the 2022 budget for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither, Bonadio & Co, LLP, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 18, 2022

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held May 18, 2022.

Dated: May 18, 2022

  
Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 10 of 2022**

**AUTHORIZE THE ATTENDANCE OF DIRECTORS AT ANNUAL BOARD MEETINGS,  
GENERAL BOARD MEETINGS, BOARD AND MEETINGS OF THE COMMITTEES OF  
THE BOARD BY VIDEO CONFERENCING**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT  
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the attendance of directors at Annual Board Meetings, General Board Meetings, Board and meetings of the Committees of the Board by video conferencing, pursuant to the terms and conditions of the Video Conferencing Policy attached hereto as Exhibit "A".

Section 2. This resolution shall take effect immediately

ADOPTION:

Dated: May 18, 2022

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held May 18, 2022.

Dated: May 18, 2022

  
Donald L. Crumb, Jr., Esq., Assistant Secretary

## Exhibit "A"

### Video Conferencing Policy

As Adopted: May 18, 2022

This Video Conferencing Policy is adopted to permit the Monroe County Airport Authority (Authority) attendance of Directors of the Authority at Annual Board Meetings, General Board Meetings, Board and Meetings of the Committees of the Board (collectively "Meetings") by Video Conferencing. The policy is not meant to change or curtail what the Authority has always done to comply with the Open Meetings Law. The policy has been adopted Public so that the Authority may expand, in extraordinary circumstances only, the ability of public bodies to meet using remote access technology.

- The Authority has adopted Resolution 10 of 2022, which permits Directors to attend meetings through the use of videoconferencing from a location not open to the public, when the requirements set forth below have been met.
- The Authority has already determined, after a public hearing, the following shall constitute extraordinary circumstances acceptable for participation by a Director in a meeting through the use of videoconferencing:
  - Disability
  - Illness
  - Care giver responsibilities
  - Significant or unexpected factor or event approved by the Administrative Director.
- Director desiring to participate in a meeting using video conferencing may do so if the quorum requirements set forth below are met and if they are unable to be physically present at any such meeting location due to extraordinary circumstances, as set forth below.
- The option to participate using videoconferencing is contingent upon there being a quorum of Directors gathered at a physical location or locations open to the public.